

MEMORANDUM FOR: Chief of Support, AF Division

SUBJECT : Letters of Authorization for Representation Allowance

REFERENCES : a. [REDACTED]

STATINTL b. [REDACTED]

1. At the present time, letters of "Authorization to Incur Representation Expenses" are issued to Chiefs of Station and Base at the time of their assignment thereto. Each such letter establishes a maximum rate "per year" for the incurrence of representational expenses. Under this system each "year" covered by the authorization begins and ends on the anniversary date the individual reported for duty at the Station or Base.

2. It has been pointed out that there are several disadvantages in authorizing these allowances on a "yearly" cycle which is different from the "Fiscal Year" because: (a) the DCI approves an annual schedule of representational allowances on a Fiscal Year basis; (b) budgets and operating programs, and allocations used to fund these allowances, are on a Fiscal Year basis; and (c) financial accounts and reports reflecting the expenses incurred under these authorizations are on a Fiscal Year basis. At the present time it is not possible to utilize the Fiscal Year financial reports to check the status of obligations and expenditures made against representation authorizations without supplementary analysis and computations because the annual period covered by the authorization does not coincide with the Fiscal Year period covered by the allocations and reports.

3. To overcome these difficulties, it has been proposed that:

a. Effective as of 1 July 1960 all "Authorizations to Incur Representation Allowances" be amended so as to cover Fiscal Year periods.

b. "Authorizations to Incur Representation Allowances" issued after 1 July 1960 establish an annual allowance at the rate of so much per "Fiscal" year.

4. Your concurrence or comments concerning this proposal are requested.

25X1A  
[REDACTED]

Special Support Assistant/DDS

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SUBJECT: SSA-DD/S Memo for Chiefs of Support,  
Area Divisions, subj: Letters of  
Authorization for Rep. Allowance.

23

~~15~~ February 1960

Replies have been received as follows  
(attached):

AF - Concur - See comment.

EE - Concur with comments.

FE - Concur

NE - Concur with comments.

SR - Concur

WE - See comments.

WH - Concur w/provision. See comments.

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ROUTING AND RECORD SHEET

Case 4-6286

SUBJECT: (Optional)

FROM: SSA-DD/S  
Room 2129  
I Building

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, AF/Support  
2115, I

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#1-3

We concur with this completely and, as a matter of fact, have made all of our recent revisions effective 1/1/60. We can easily start all over

2/1/60  
25X1A



CHIAF/sup.  
2/5/60